

Ferris State University Annual Review Checklist

This checklist provides a structure for your annual review. It will help guide you through reviewing and update your continuity plan.

- Department Information
 - Is the content on the Department Information section accurate (Faculty, Staff, Students and Volunteers)
 - Is your building location up-to-date?

- Critical Functions
 - Does your list reflect the most important functions normally performed by your unit?
 - Do you have a definition of each Level of Criticality?
 - Are the Levels of Criticality correct for each Critical Function?
 - Any changes in the Peak Periods that need to be updated?
 - Did your Dependencies change across campus?
 - How to Cope – review you recovery strategies and make updates

- Information Technology
 - Does the Centrally-Owned Application section list all the software that your department are using?
 - Please ask your IT support person to verify that the Information Technology Section is up-to-date.

- Key Resources and Contacts
 - Do the right people have the appropriate level of access to the plan?
 - Are the Contacts current? Any new users?
 - Are all the resource sections added or up to date? (Work from Home, Skills, Staffing Requirements, Equipment and Supplies, etc)

- Action Item Section
 - Will these action items increase your readiness?
 - Is the current status of each action item accurate? Are there any action item that needs to be added?
 - Are there irrelevant or obsolete action items that should be archived?

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